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**Bluntisham Parish Council**  
**Minutes of the Hall Management Committee (HMC)**  
**Monday 31<sup>st</sup> October 2016 at 8.00 pm at Bluntisham Village Hall**

**Present:** Mr Roly Searle, Mrs Kathy Searle, Mr Gary James, Mr Mark Berg, Mr Martin Crowhurst, Mrs Cynthia Curtis, Mrs Joan Gutteridge, Mrs Tracey Davidson (Clerk)

	<b>Open Forum – Nothing</b>	<b>Action</b>
<b>39</b>	<b>Declaration of Interest for items on the Agenda – None</b>	
<b>40</b>	<b>Apologies for absence – None.</b>	
<b>41</b>	<b>Minutes of the meeting dated 21<sup>st</sup> September 2016 to be approved and signed – Mr Mark Berg signed the minutes. (Proposed Mr Mark Berg, seconded Mr Martin Crowhurst. All agreed.)</b>	
<b>42</b>	<b>Matters arising from previous minutes – The clerk misspelt the surname of Martin Crain and is to correct to Martin Crane.</b>	
<b>43</b>	<b>Change of water and waste water billing – the clerk advised that Anglian Water will now be billing for waste water and Cambridge Water will bill for water used with immediate effect.</b>	
<b>44</b>	<b>Fund raising events 2016</b> <ul style="list-style-type: none"> <li>• <b>Craft Fair</b> – 19 November the clerk has taken 26 bookings and is now fully booked. It was agreed to offer warm mince pies, mulled wine, tea &amp; coffee and squash as refreshments. Raffle prizes are needed if any donations please contact the clerk. Offers of help from Martin, Kathy, Cynthia and Mark on the day.</li> <li>• <b>Traditional Arts Theatre Company</b> – 20 January 2017 no bookings to date but not until January. Will advertise in the newsletter and push at the craft fair and in December. Martin offered to help. Bar required for the evening.</li> <li>• <b>Quiz</b> – 4<sup>th</sup> February 2017 - music quiz. £20 per team maximum of 6 per team. 20 teams maximum. Prize to include trophy, fizz &amp; chocolates. Bar required for the evening. Clerk to be contact for bookings.</li> </ul>	<p align="center">Clerk</p> <p align="center">Clerk</p> <p align="center">Clerk</p>
<b>45</b>	<b>Village Hall Maintenance</b> <ul style="list-style-type: none"> <li>• <b>Internal decoration</b> – the clerk has booked this in for the end Feb 2017.</li> <li>• <b>Dishwasher</b> – the dishwasher has been serviced and parts are required. It was agreed for the clerk to go ahead and schedule this work asap.</li> <li>• <b>Internal &amp; external door closures</b> - Mr Mark Berg asked if Martin Crane would be interested in fixing the door closures. The spare closure is in the cleaning cupboard and needs to go on the main door. The closure from the main door is to go on the away changing room door. Mr Gary James asked if the internal door between the meeting rooms could be looked at as it is often difficult to close.</li> <li>• <b>Roof Blinds</b> – the clerk advised that the string has now snapped on one blind, this is now half hanging down. It was agreed for the clerk to get prices to hire a cherry picker with a view to seeing if the blinds can be repaired in house. It was also suggested the clerk finds out the costs for changing the bulbs to LED units and to speak with Needingworth PC who have just completed this.</li> </ul>	<p align="center">Clerk</p> <p align="center">Clerk</p> <p align="center">Clerk</p>
<b>46</b>	<b>Finance</b> <ul style="list-style-type: none"> <li>• <b>FY 2016/17 – review bookings v cost of year to date</b> – the clerk advised that ad hoc bookings were down against the budget but regular hall hire is on track. Income from community events is down but hopefully a successful craft fair will bring this back on track. Hall expenditure is less than budgeted at present.</li> </ul>	

5/12/16



	<ul style="list-style-type: none"> <li>• <b>FY 2016/17 – review enquiries v bookings taken</b> – the clerk confirmed that 10 enquiries had been received since the last meeting (1 month) and 5 have booked, 3 not suitable and 2 awaiting confirmation.</li> </ul>	
47	<p><b>Any other matters for consideration –</b></p> <p>Mr Gary James asked if signage could be placed in the main hall showing where the first aid box is located. It was agreed to add this onto the hall booking form rather than have more signs in the main hall.</p> <p>Mr Gary James demonstrated a disco lighting ball purchased from maplin electrical. It was agreed for the clerk to research and purchase two disco balls for use when the drapes are up.</p> <p>Mr Martin Crowhurst suggested bringing Bluntisham Carnival back and is to speak with the school to see if a joint annual event could work with FOSH.</p> <p>Mr Mark Berg suggested improving the method for putting the drapes up in the hall by cutting each drape to length and attaching with hooks and eyelets. The clerk is to purchase storage boxes to store the drapes in the main cupboard making it easier to access. It was agreed to do this exercise on Sunday 13 November when the drapes are next in use. All to meet at 10.30am. The clerk is to purchase an eyelet machine and hooks.</p> <p>Mr Mark Berg suggested holding a New Years Eve party in 2017/18. It was agreed that unless the full committee are prepared to give up their new year to help with arrangements then this wouldn't work.</p> <p>Mr Mark Berg asked if a Vice Chair could be put forward for this committee. All agreed Mr Mark Berg would be ideal. The clerk is to add this onto the next agenda to formalise.</p> <p>Mrs Kathy Searle suggested purchasing another padlock for the old changing room door which is the same as the garage store.</p> <p>Mrs Joan Gutteridge asked if any history of the old bell was going to be put on display in the foyer. The clerk is to speak to Ken Lincoln to see if he can help with any facts and display.</p> <p>Mrs Joan Gutteridge asked if bulbs could be planted in the front flowerbeds leading up to the hall.</p> <p>Mr Roly Searle advised the lights in the old changing rooms don't work properly. The clerk is to investigate and get quotes to repair.</p>	<p>Clerk</p> <p>Clerk</p> <p>Martin Crowhurst</p> <p>Mark Berg/Clerk</p> <p>Clerk</p> <p>Kathy Searle</p> <p>Clerk</p> <p>Clerk</p>
48	<p><b>Date of next meeting – 5<sup>th</sup> December 8pm</b></p> <p>Meeting closed at 9.05pm</p>	

